

Child and Adult Care Food Program (CACFP) Webcast Certification

Summary

As part of the Child and Adult Care Food Program (CACFP) application process, center personnel who will be responsible for CACFP recordkeeping duties are required to view the webcasts listed below and complete selected forms based on the information that is learned. Webcasts allow you to view presentations, which include PowerPoint slide images, using your Web browser. The CACFP webcasts provide detailed instructions on how to complete pertinent CACFP recordkeeping duties and will assist you in understanding the Program's requirements. After viewing the webcasts and completing the forms specified below, please sign the certification statement on page 2. You will find the CACFP webcasts at:

<http://dpi.wi.gov/fns/cntwebcasts.html>.

Required CACFP Webcasts

Center personnel are required to view the CACFP webcasts checked below (required before a new agency can be approved to begin the CACFP):

- ✓ Determining Household Size-Income Statements
- ✓ Maintaining the Household Size-Income Record
- ✓ Completing the CACFP Claim for Reimbursement
- ✓ CACFP Internet Claim Procedures
- ✓ CACFP Civil Rights Requirements
- ✓ CACFP Meal Pattern Requirements for Children 1-12 Years Old

Optional CACFP Webcasts (Helpful to view before completing the first CACFP financial report)

An agency only needs to view one of the 2 webcasts below:

- ☐ Instructions for Completing the Nonprofit Food Service Financial Report (PI-1463) *for Independent Centers*¹, due each November 1
- ☐ Instructions for Completing the Nonprofit Food Service Financial Report (PI-1463) *for Sponsoring Organizations*², due quarterly March 1, June 1, Sept. 1, and Dec. 1

¹ An independent center is an agency that only has one site participating on the CACFP

² A sponsoring organization is an agency that has 2 or more sites participating on the CACFP

Required Documentation to Submit With Your Application

After viewing the required webcasts above, **submit** copies of five (5) completed and determined Household Size-Income Statements along with 1 page of a completed Household Size-Income Record for your center. Be sure to include the names of the children listed on the five submitted Household Size-Income Statements on the Income Record. We suggest that all center personnel who have viewed the webcasts work together to submit one set of the required documentation. Review, answer and submit a copy of the completed Webcast Self-Study questions.

Submit the following to DPI:

- ☐ Signed Webcast Certification (this form)
- ☐ Copies of 5 completed and determined Household Size-Income Statements
- ☐ 1 page of a completed Household Size-Income Record
- ☐ Answers to the Webcast Self-Study Questions

-OVER-

Certification Statement

By signing below, I certify that I have viewed the required CACFP webcasts checked above and completed the forms based on what I learned in the webcasts:

Agency Name: _____

_____	_____	_____	_____
(Print Name)	(Signature)	(Title)	(Date)

_____	_____	_____	_____
(Print Name)	(Signature)	(Title)	(Date)

_____	_____	_____	_____
(Print Name)	(Signature)	(Title)	(Date)

For more information you may contact our office at (608) 267-9129, or contact your assigned Consultant at the number indicated in the cover letter. To continue the application approval process, **submit this signed form and the required documentation with your completed application.**

FOR DPI USE ONLY

- | | |
|---|--|
| <input type="checkbox"/> Household Size-Income Statements Submitted | <input type="checkbox"/> Date reviewed by DPI _____ |
| <input type="checkbox"/> Household Size-Income Record Submitted | <input type="checkbox"/> Date returned HSIS & HSIR to agency _____ |
| <input type="checkbox"/> Webcast Self-Study Answers Submitted | <input type="checkbox"/> Date reviewed Self-Study questions with agency (if necessary) _____ |